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ABSTRACT

In 1983 the Oklahoma Legislature adopted facility guidelines for the purpose of defining, organizing, and encouraging the planning of adequate environments for education. The guidelines contained in this booklet have been designed to allow for the requirements of all Oklahoma school districts regardless of size or educational program. The guidelines are arranged under the following categories: instructional spaces, auxiliary spaces, and service and structure spaces. Preliminary space planning guidelines for calculating net and gross footages for school buildings are listed for elementary schools, middle schools/junior high schools, and high schools. Space requirements for specific instructional spaces follow for each of the three levels by student capacity, square feet per student, acceptable minimum total net area in square feet, and recommended total net area in square feet. Acceptable minimum and recommended site development and site planning guidelines follow. Requirements for overall play activity sites, fixtures, and toilet fixture guidelines conclude the publication. (MLF)

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Planning for Education

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Oklahoma State Department of Education
John M. Folks, State Superintendent

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PLANNING FOR EDUCATION
SPACE GUIDELINES FOR PLANNING EDUCATIONAL FACILITIES

Oklahoma State Department of Education
John M. Folks, State Superintendent of Public Instruction

FOREWORD

In 1983 the Oklahoma Legislature passed Senate Bill No. 625. This bill states in part:

SECTION 2. It is hereby declared to be the intent of the Legislature to assure that students in the public schools of this State occupy facilities which are designed for adaptability to program offerings. Such facilities should be structurally safe, well maintained and contain adequate space to meet the instructional needs of each student. It is further declared to be the intent of the Legislature that these facility standards be implemented through the Common School Capital Improvement Act.

These space guidelines for planning educational facilities have been prepared for use by School Administrators and Architects/Engineers/Planners in the planning and evaluation of new and existing educational facilities. These space guidelines were developed in conjunction with the State Five-Year Capital Improvement Plan for Public Common Schools with the purpose of defining, organizing and encouraging the process of planning for educational facilities to the extent that more adequate environments for education can be obtained. Effective and wise facility planning does not occur accidentally, but through careful studies that are sensitive to the specific individual needs of the school district. The guidelines contained herein cover only part of the information involved in the total planning process, and should be considered as recommendations to be used in preparing educational specifications based on the individual district's needs. The careful use of these standards should aid school districts in their responsibility to spend capital outlay dollars more advantageously and therefore better utilize the taxpayers money.

School Administrators, and Architects/Engineers/Planners are encouraged to consult with School Plant Services Section and State Department of Education specialists for assistance in planning individual specialized spaces such as Library/Media Centers, Cafeterias etc.

PREPARED BY:

State & Federal Programs Division:

School Plant Services Section

Common School Capital Improvements Needs Assessment Committee

R.G.D.C., Inc.

Educational Facilities Laboratories, A Division of Academy
for Educational Development

PLANNING FOR EDUCATION
SPACE GUIDELINES FOR PLANNING EDUCATIONAL FACILITIES

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This Publication, printed by the State Department of Education, is issued by the State Department of Education as authorized by Dr. John M. Folks, State Superintendent of Public Instruction. Two thousand (2,000) copies have been prepared and distributed at a cost to the taxpayers of Oklahoma of \$1,726.93.

COMMENTARY/INSTRUCTIONS FOR USE

1. The guidelines included herein have been designed to allow for the requirements of all Oklahoma school districts regardless of size or educational program. Recommendations have been included for various specialized facilities to assure that proper spaces can be provided beyond the typical classroom space. These guidelines should not be considered "inflexible" when planning educational spaces; "tailoring" of spaces to meet the specific individual district needs is mandatory; however, the use of square footages that are less than the minimum acceptable recommendation should be carefully considered. Effective and wise facility planning must include both the present and future needs of a school district. It is extremely difficult, but not impossible, to provide an adequate and sound educational program without a comparable school plant.
2. Throughout this publication for the purposes of organization, guidelines for facilities have been arranged under the following categories:

INSTRUCTIONAL SPACES

Kindergarten
General Classrooms and
Laboratories
Arts and Crafts
Business and Commercial
Consumer Home Economics
Driver Education
Health Instruction
Instructional Vocational
Physical Science
Special Education
Specialized Spaces
Vocational Agriculture
Vocational-Technical

AUXILIARY SPACES

Administration
Auditorium
Food Preparation,
Service and
Dining Facilities
Guidance and Counseling
Nurse/Health Clinic
Media Center/Library
Multi-Purpose Room
Music
Physical Education
Staff Personnel Spaces
Student Space

SERVICE AND STRUCTURE SPACES

Custodial
General Storage
Restrooms
Mechanical Rooms,
Corridors and Wall Areas

3. All square footages shown, unless otherwise noted, are net square feet and do not include circulation, mechanical and electrical spaces; and wall area. For approximate gross square footage, add 20 percent to the total net area.
4. Related service or support area entries have been included in the space guidelines after the major activity listing. Except where noted otherwise, the square footage requirements associated with these entries should be considered in addition to the square footage outlined for the major activity. It is up to each school district to carefully consider what effect the inclusion or exclusion of square footage afforded to service or support areas will have on the program offered in that space both now and in the future.
5. Full consideration should be given to which major activities, as well as which service and support areas, are included in the planning of space requirements of present and future educational programs. Evaluation of space allocations in other grade organizations should be considered if education programs are more or less extensive than that indicated.
6. Assistance in evaluating space requirements is available from the School Plant Services Section of the State Department of Education.

PRELIMINARY SPACE PLANNING GUIDELINES

Suggested Methods of Calculating Preliminary Net and Gross Square Footages for School Buildings.

	(1) TOTAL NET AREA (Sq.ft. Per Student)	TOTAL GROSS AREA (Sq.ft. Per Student)
<u>ELEMENTARY SCHOOL K-6 (2)</u>		
Instructional Spaces (3)	37.5	41.5
Auxiliary Spaces (3)	19	21
Service and Structure Spaces (3)	6	6.6
Total	52.5	69.1
<u>MIDDLE SCHOOLS/JUNIOR HIGH SCHOOLS 7-8; 6-7-8; 7-8-9</u>		
Instructional Spaces	59	62.2
Auxiliary Spaces	24	26.5
Service and Structure Spaces	7	7.7
Total	90	96.4
<u>HIGH SCHOOLS 9-12 (4)</u>		
Instructional spaces	60	66.3
Auxiliary spaces	28	31
Service and Structure Spaces	9	9
Total	97	106.3

NOTES:

- (1) The Total Net square footages include space requirements for corridors, but exclude area required for walls. For conversion to gross square footage: net sq. ft. (1.10573) = gross sq. ft.
- (2) All preliminary space guidelines are based on a minimum student capacity of 450.
- (3)

<u>INSTRUCTIONAL SPACES INCLUDED:</u>	<u>AUXILIARY SPACES INCLUDED:</u>	<u>SERVICE AND STRUCTURE SPACES INCLUDED:</u>
General Classrooms	Administration	Custodial
Arts and Crafts	Food Preparation Facilities	General Storage
Business and Commercial	Guidance and Counseling	Restrooms
Consumer Home Economics	Nurse/Health Clinic	
Health Instruction	Media Center/Library	
	Multi-Purpose Room	
	Music	
	Staff Personnel Spaces	
- (4) These figures do not include space requirements for technical and vocational programs which should be added if they so apply.

SPACE GUIDELINES FOR ELEMENTARY SCHOOLS (K-6)

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM		RECOMMENDED TOTAL NET AREA In Square Feet
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet	
<u>INSTRUCTIONAL SPACES</u>					
KINDERGARTEN					
General Instructional Area	25	36-40	900		1000
Material Storage			95		105
Student Storage			25		35
Student Toilet (8)			25		60
Kitchenette			-		60
Outside Play Area	25	100-125	2500		3000
Outside Storage			45		55
GENERAL CLASSROOMS AND LABORATORIES -- GRADES 1 THRU 6					
General Classrooms	25	28-36	700		900
Material Storage			70		80
Student Storage			25		35
ARTS AND CRAFTS					
Instructional/Laboratory Area	25	36-40	900		1000
Material Storage			100		150
Project Storage			100		150
Kiln			55		60
Project Display Area			-		20
SPECIAL EDUCATION (A)					
Educable Mentally Handicapped	12	45-65	720		780
Material Storage			70		75
Outside Storage			45		50
Student Storage			25		30
Trainable Mentally Handicapped	10	45-75	700		750
Material Storage			70		75
Outside Storage			45		50
Student Storage			25		30
Student Toilet			40		45
Severely and Profoundly Handicapped	5	90-150	625		750
Material Storage			70		75
Student Storage			25		30
Student Toilet and Bath			90		100
Physically Handicapped (Classroom)	8	80-100	640		800
Material Storage			70		75
Outside Storage			45		50
Student Storage			25		30
Student Toilet and Bath			90		100
Emotionally Disturbed	8	80-90	640		800
Material Storage			70		75
Student Storage			25		30
<u>AUXILIARY SPACES</u>					
FOOD PREPARATION, SERVICE AND DINING FACILITIES (A)		200	600	MEALS SERVED PER DAY 1000 1400	1600
Kitchen					
Receiving	80 sq.ft	120 sq.ft.	160 sq.ft.	180 sq.ft.	200 sq.ft.
Dry Food Storage	80	280	480	640	840
Non-Food Storage	15	15	15	15	15
Preparation Area	475	840	960	1320	1400
Refrigerated Storage	160	160	180	320	320
Dishwashing Area	120	120	240	240	240
Office/Locker Area/Toilet	40	120	180	240	320
Serving Area	300	600	600	900	1200
Dining Area	2400	2400	3995	5590	7200

A. Consult State Department of Education specialists for planning guide and/or assistance.

B. See separate table for toilet fixture recommendations.

FOOD PREPARATION, SERVICE AND DINING
FACILITIES - ALTERNATE METHOD (A)

100-200 (square feet)	MEALS SERVED PER DAY		
	200-400	400-600	600-1000
800-1000	1000-1500	1500-1800	1800-2000
Minimum 10 sq. ft. per person			

Kitchen, (including all
related functions)
Dining Area

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM	RECOMMENDED
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
ADMINISTRATION			125	150
Principal's Office			200	250
Reception/Secretarial Area			200	300
Office Workroom and Storage			200	300
Conference Room			60	75
Records/Vault			100	120
Itinerant Office			125	200
Book/General Storage				
STAFF PERSONNEL SPACE			150	200
Teacher's Workroom and Storage			-	60
Kitchenette			45	65
Staff Toilet - Individual (Each) (B)				
GUIDANCE AND COUNSELING			100	120
Counselor's Office				
NURSE/HEALTH CLINIC			230	260
Office, Examining Room, Cot Area			70	80
Storage			50	60
Toilet				
MEDIA CENTER/LIBRARY (A)				
Reading/Browsing		10% of Enrollment Excluding Kg or a Maximum of 100 Students	40-45	1400
Office/Workroom			100	200
A/V Storage			300	400
Story Telling Pit	30	10	-	300
MULTI-PURPOSE (A)				
Play/Dining		100% of Enrollment	12-18	2400
Stage			-	300
Equipment Storage			100	250
Chair, Table Storage			100	250
Kitchen and Service			Refer Above	
MUSIC				
Instructional/Practice (14' to 16' Ctg. Ht.)	25	36-40	900	1000
Material Storage			75	100
Instrument Storage (Secured)			-	200
PHYSICAL EDUCATION				
P.E. Gymnasium	85	40-42.5	3400	3600
Storage			100	150

A. Consult State Department of Education specialists for planning
guide and/or assistance.

B. See separate table for toilet fixture recommendations.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE	RECOMMENDED
			MINIMUM TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
<u>SERVICE AND STRUCTURE SPACES</u>				
RESTROOMS				
Student Toilet (B)	100% of Enrollment	1.25-1.5	-	-
Classroom Toilet			25	30
CUSTODIAL				
Custodial Closet	Min. One per Floor, One for every 8000 sq. ft. of floor area		-	60
with mop sink			75	90
Custodial Office			75	90
Locker Room	One locker per employee		45	Needs Vary
Toilet (B)				65
Workshop			60	Needs Vary
Storage - Materials, Equipment, Custodial Supplies Receiving and Shipping Area				100
STORAGE				
General Storage				Needs Vary
External Storage				Needs Vary
Grounds Maintenance Equipment			75	125
Physical Education Equipment Storage			100	150
Flammable Material Storage				Needs Vary
MECHANICAL ROOMS, CORRIDORS AND WALL AREA				
Should not utilize more than 20% of the gross square foot area of the building				

B. See separate table for toilet fixture recommendations.

SPACE GUIDELINES FOR MIDDLE SCHOOLS/JUNIOR HIGH SCHOOLS (6-7-8, 7-8, 7-8-9)

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM	RECOMMENDED
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
<u>INSTRUCTIONAL SPACES</u>				
GENERAL CLASSROOMS AND LABORATORIES				
General Classrooms	25	28-36	700	900
Material Storage			70	80
ARTS AND CRAFTS				
Instructional/Laboratory Area	28	38-42	1100	1200
Material Storage			140	150
Project Storage			140	150
Kiln			55	60
Project Display Area			-	20
BUSINESS AND COMMERCIAL				
Business Education	28-30	35-40	1000	1200
Material Storage			50	75
CONSUMER HOME ECONOMICS				
Homemaking (Based on a one-teacher introductory unit)				
Instructional Area	28	48-54	1350	1500
Material Storage			120	150
Home Economics (Comprehensive)				
Instructional Area	38	64-85	1800	2400
(Includes one or more design features such as fitting area, laundry, kitchen, material storage, or textile work area)				
PHYSICAL SCIENCE				
Science Demonstration Classroom	30	30-33	900	1000
Material Storage (A)			100	140
SPECIAL EDUCATION (A)				
Educable Mentally Handicapped	12	45-65	720	780
Material Storage			70	75
Trainable Mentally Handicapped	10	45-75	700	750
Material Storage			70	75
Student Toilet			40	45
Severally and Profoundly Handicapped	5	90-150	625	750
Material Storage			70	75
Student Storage			25	30
Student Toilet and Bath			90	100
Physically Handicapped (Classroom)	8	80-100	640	800
Material Storage			70	75
Student Toilet and Bath			90	100
Emotionally Disturbed	8	80-90	640	800
Material Storage			70	75
Student Storage			25	30
SPECIALIZED SPACES				
Green House - Attached				Needs Vary
VOCATIONAL-TECHNICAL				
Industrial Arts - General Shop				
Work Area	25	40-48	1000	1200
Planning/Classroom			700	750
Material Storage			200	270
Project Storage			190	210
Finishing Area			190	220
Toilet/Lavatory			100	150

A. Consult State Department of Education specialists for planning guide and/or assistance.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM		RECOMMENDED	
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet		
<u>AUXILIARY SPACES</u>						
ADMINISTRATION						
Principal's Office				125	150	
Other Administrative Personnel (Per office)				100	120	
Reception/Secretarial Area				225	250	
Office Workroom and Storage				250	350	
Conference Room				300	400	
Records/Vault				60	75	
Itinerant Office				100	120	
Book/General Storage				125	200	
STAFF PERSONNEL SPACE						
Teacher's Workroom and Storage				200	300	
Kitchenette				-	60	
Staff toilet - Individual (Each) (B)				45	65	
GUIDANCE AND COUNSELING						
Counselor's Office (Each)				100	120	
AUDITORIUM (A) (C)						
General Seating	600	7		4200	-	
Gallery and Lobby Area				1000	-	
Standard Proscenium					-	
Stage and Off-Stage Area				3000	-	
General Storage				150	-	
Storage/Properties Storage				600	-	
Stage Dressing Rooms (Each)				200	-	
Public Toilets (Each) (B)				150	-	
Lecture Area (Two Room Unit 1250 sq. ft each)				2500	-	
Lecture Area (One Room Unit)				2500	-	
FOOD PREPARATION, SERVICE AND DINING FACILITY (A).						
Kitchen	200	600	MEALS SERVED PER DAY		1600	
			1000	1400		
Receiving	80 sq.ft.	120 sq.ft.	160 sq.ft.	180 sq.ft.	200 sq.ft.	
Dry Food Storage	80	280	480	640	840	
Non-food Storage	15	15	15	15	15	
Preparation Area	475	840	960	1320	1400	
Refrigerated Storage	160	160	180	320	320	
Dishwashing Area	120	120	240	240	320	
Office/Locker Area/Toilet	40	120	180	240	320	
Serving Area	300	600	600	900	1200	
Dining Area	2400	2400	3995	5590	7200	
FOOD PREPARATION, SERVICE DINING FACILITIES - ALTERNATE METHOD (A)						
		100-200	MEALS SERVED PER DAY		600-1000	
		(square feet)	200-400	400-600		
Kitchen (including all related functions)		800-1000	1000-1500	1500-1800	1800-2000	
Dining Area		Minimum 10 sq. ft. per person				

- Consult State Department of Education specialists for planning guide and/or assistance.
- See separate table for toilet fixture recommendations.
- Multi-use of this space is encouraged.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM TOTAL NET AREA		RECOMMENDED TOTAL NET AREA
			In Square	Feet	In Square Feet
NURSE/HEALTH CLINIC					
Office, Examining Room, Cot Area			230		260
Storage			70		80
Toilet			50		60
MEDIA CENTER/LIBRARY (A)					
Reading/Browsing	10% of Enrollment	40-45	1400		-
or a Maximum of 100 Students					
Office/Workroom			150		200
A/V Storage			300		400
MULTI-PURPOSE (A)					
Play/Dining	100% of Enrollment	12-18	2400		-
Stage			-		300
Equipment Storage			100		250
Chair, Table Storage			100		250
Kitchen and Service			Refer Above		
MUSIC					
Vocal Classroom					
(14' to 16' Clg. Ht.)	30	30-33 (D)	900		1000
Practice Room			35		40
Music Library			80		90
Office/Reference/Storage			100		120
Material Storage			120		130
Band/Instructional/Practice					
(14' to 16' Clg. Ht.)	30	33-37	1000		1100
Ensemble Storage			250		300
Practice Room (Each)			35		40
Office/Reference/Storage			200		250
Material Storage			120		130
Instrument Storage (Secured)			200		400
Uniform Storage			100		-
PHYSICAL EDUCATION					
Gymnasium (Main) (20' Clg. Ht. Min.)					
Basketball Court (50'x 84') plus 8' safety lanes			6600		-
Spectator Seating	500	4	2000		-
Lobby (Based on seating for approx. 500)			550		-
Public Toilets (B)			300		-
Concession			120		-
Trophy Display			30		-
P.E. Dressing Rooms					
Locker/Dressing Area	50	12	600		-
Shower Area	50	4	200		-
Drying Area	50	2	100		-
Toilet (B)	50	2	100		-
Sports Dressing Rooms (Each)					
Locker/Dressing Area	50	12	600		-
Shower Area	50	4	200		-
Drying Area	50	2	100		-
Toilet (B)	50	2	100		-
P.E. Activity Room			1200		-
Office and Storage					
Office			100		-
Toilet and Shower			90		-
Storage (General)			150		-
Storage (Equipment)			360		-
Multi-Purpose Room	165	8.5	1400		-
Weight Room	89	4.5	400		-
Gymnastics	75	8	600		-
Wrestling			1000		-
STUDENT SPACES					
Student Store					
General Sales Area			50		75
Material Storage					Needs Vary
Student Personnel Storage	100% of Enrollment	.5-1.0	-		-

- A. Consult State Department of Education specialists for planning guide and/or assistance.
- B. See separate table for toilet fixture recommendations.
- D. Above 30; add 9 sq. ft. per student for largest class enrolled.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE	RECOMMENDED
			MINIMUM TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
<u>SERVICE AND STRUCTURE SPACES</u>				
RESTROOMS				
Student Toilet (B)	100% of Enrollment	1.25-1.5	-	-
CUSTODIAL				
Custodial Closet	Minimum One per Floor, One for every 8000 square feet of floor area		-	60
with mop sink			75	90
Custodial Office				Needs Vary
Locker Room	One locker per employee		45	65
Toilet (B)				Needs Vary
Workshop			60	100
Storage - Materials, Equipment, Custodial Supplies Receiving and Shipping Area				Needs Vary
STORAGE				
General Storage				Needs Vary
External Storage				
Grounds Maintenance Equipment			75	125
Physical Education Equipment Storage			100	150
Flammable Material Storage				Needs Vary
MECHANICAL ROOMS, CORRIDORS AND WALL AREA				
Should not utilize more than 20 percent of the gross square foot area of the building				

B. See separate table for toilet fixture recommendations.

SPACE GUIDELINES FOR HIGH SCHOOLS (9-12)

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM	RECOMMENDED
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
<u>INSTRUCTIONAL SPACES</u>				
GENERAL CLASSROOMS AND LABORATORIES				
General Classrooms	25	28-30	700	750
Material Storage			60	70
ARTS AND CRAFTS				
Instructional/Laboratory Area	28	50-53	1400	1500
Material Storage			140	150
Project Storage			140	150
Kiln			55	60
Project Display Area			-	20
BUSINESS AND COMMERCIAL				
Typing/Word Processing	25	40-45	1000	1250
Teacher's Office			50	50
Material Storage			60	60
Advanced Shorthand/Typing	25	40-50	1000	1250
Teacher's Office			50	50
Material Storage			60	60
Office Procedures/Business	25	50-60	1250	1500
Teacher's Office			50	50
Material Storage			60	60
Bookkeeping/General Business	25	35-40	875	1000
Teacher's Office			50	50
Material Storage			60	60
Data Processing Lab	15	60-63	900	945
Teacher's Office			50	50
Material Storage			60	60
CONSUMER HOME ECONOMICS				
One-Teacher Unit (Comprehensive)	28	64-85	1800	2400
(Includes one or more design features such as fitting area, laundry, kitchen, material storage, project storage, or textile work area)				
Clothing Lab	30	35-40	1000	1200
Fitting			45	55
Material Storage			120	130
Project Storage			95	105
Individual Foods Lab	30	40-45	1200	1300
Laundry (Used by all)			45	50
Material Storage			70	80
Living Room/Dining Room (Optional)				
DRIVER EDUCATION				
Driver Training Lab - 12 Simulators			500	-
HEALTH INSTRUCTION				
Health	25	32-40	900	1000
INSTRUCTIONAL VOCATIONAL				
Distributive Education				
Lab/Classroom	25	60-70	1500	1750
Material Storage			120	130
PHYSICAL SCIENCE				
Biology Classroom/Laboratory	28	30-34	840	1000
Chemistry Classroom/Laboratory	28	45-52	1260	1456
Physics Classroom/Laboratory	28	45-52	1260	1456
PHYSICAL SCIENCE - ALTERNATE METHOD				
Academic Instructional Area	28	28-30	785	840
Biology Laboratory	28	30-40	840	952
Chemistry Laboratory	28	33-40	925	1120
Physics Laboratory	28	33-40	925	1120
Individual Project Area			105	105
Darkroom (Include as required)			75	100
Prep/Storage Area (Includes office/prep for two instr., storage, etc.)			500	600

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE	RECOMMENDED
			MINIMUM TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
SPECIAL EDUCATION (A)				
Educable Mentally Handicapped	12	45-65	720	780
Material Storage			70	75
Trainable Mentally Handicapped	10	45-75	700	750
Material Storage			70	75
Student Toilet			40	45
Severely and Profoundly Handicapped	5	90-150	625	750
Material Storage			70	75
Student Storage			25	30
Student Toilet and Bath			90	100
Physically Handicapped Classroom	8	80-100	640	800
Material Storage			70	75
Student Toilet and Bath			90	100
Emotionally Disturbed	8	80-90	640	800
Material Storage			70	75
Student Storage			25	30
SPECIALIZED SPACES				
Drama Classroom	25	28-30	700	750
Material Storage			60	70
Large Group Instruction (Lecture Area)	175	7-9	1225	1575
Green House - Attached			Needs Vary	
VOCATIONAL AGRICULTURE				
General Shop				
Work Area	20	120-130	2400	2600
Planning/Classroom			700	750
Material Storage			200	270
Project Storage			190	210
Toilet/Lavatory			100	150
Horticulture Shop				
Work Area	20	60-75	1200	1500
Planning/Classroom			700	750
Material Storage			200	270
Project Storage			190	210
Toilet/Lavatory			100	150
Greenhouse	22	90-100	2000	2200
Material Storage			165	185
VOCATIONAL-TECHNICAL				
Drafting				
Drafting Laboratory	25	27-36	675	900
Reproduction			124	145
Material Storage			95	105
Project Storage			95	105
Auto Mechanics	15	110-130	1650	1950
Related Instruction Classroom			500	550
Material Storage			165	185
Project Storage			95	105
Tool Storage			125	145
Flammable Storage			70	80
Machine Shop	20	99-118	1980	2360
Related Instruction Classroom			500	550
Material Storage			240	260
Project Storage			165	185
Tool Storage			125	145
Building Construction	20	72-97	1440	1940
Related Instruction Classroom			500	550
Material Storage			330	370
Tool Storage			125	145
Electricity/Electronics	28	25-45	700	1260
Related Instruction Classroom			500	550
Material Storage			215	235
Project Storage			95	105
Tool Storage			85	95

A. Consult State Department of Education specialists for planning guide and/or assistance.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPTABLE MINIMUM	RECOMMENDED
			TOTAL NET AREA In Square Feet	TOTAL NET AREA In Square Feet
Printing/Graphic Arts	20	53-67	1060	1340
Related Instruction Classroom			500	550
Material Storage			240	260
Camera Processing			100	110
Darkroom			200	250
Welding	30	28-45	840	1350
Related Instruction Classroom			500	550
Material Storage			330	370
Tool Storage			125	145
Plumbing/Heating/Sheet Metal	26	39-79	1014	2054
Related Instruction Classroom			550	550
Material Storage			165	185
Tool Storage			125	145
Equipment Storage			300	330
Radio/TV Repair	25	25-53	500	1060
Related Instruction Classroom			500	550
Material Storage			330	370
Project Storage			340	380
Tool Storage			125	145
Refrigeration/AC	20	52-67	1040	1340
Related Instruction Classroom			500	550
Material Storage			120	130
Project Storage			340	380

AUXILIARY SPACES

ADMINISTRATION

Principal's Office		140	150
Other Administrative Personnel (Per Office)		100	120
Reception/Secretarial Area		200	250
Office Workroom and Storage		250	350
Conference Room		300	400
Records/Vault		60	75
Attendance Office		120	150
Itinerant Office (Per Office)		100	120
Book/General Storage		125	200

STAFF PERSONNEL SPACE

Teacher's Workroom and Storage		200	300
Facility Lounge		500	-
Kitchenette		-	60
Staff Toilet - Individual (Each) (B)		45	65

GUIDANCE AND COUNSELING

Counselor's Office (Each)		120	150
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AUDITORIUM (A)(C)

General Seating	600	7	4200	-
Gallery and Lobby Area	Based on seating for approx. 600		1000	-
Standard Proscenium	"		3000	-
Stage and Off-Stage Area	"		150	-
General Storage	"		600	-
Storage / Properties Storage	"		500	-
Scenery Storage	"		200	-
Stage Dressing Rooms (Each)	"		45	-
Toilet (Each)	"		150	-
Public Toilets (Each)(B)	"		100	-
Ticket Office	"		120	-
Concession	"		80	-
Material Storage	"		2500	-
Lecture Area (Two Room Unit 1250 Each)			2500	-
Lecture Area (One Room Unit)				-

A. Consult State Department of Education specialists for planning guide and/or assistance.

B. See separate table for toilet fixture recommendations.

C. Multi-use of this space is encouraged.

FOOD PREPARATION, SERVICE AND DINING FACILITY (A)	MEALS SERVED PER DAY				
	200	600	1000	1400	1600
Kitchen					
Receiving	80 sq.ft.	120 sq.ft.	160 sq.ft.	180 sq.ft.	200 sq.ft.
Dry Food Storage	80	280	480	640	840
Non-Food Storage	15	15	15	15	15
Preparation Area	475	840	960	1320	1400
Refrigerated Storage	160	160	180	320	320
Dishwashing Area	120	120	240	240	240
Office/Locker Area/Toilet	40	120	180	240	320
Serving Area	300	600	600	900	1200
Dining Area	2400	2400	3995	5590	7200

FOOD PREPARATION, SERVICE AND DINING FACILITIES - ALTERNATE METHOD (A)	MEALS SERVED PER DAY			
	100-200 (square feet)	200-400	400-600	600-1000
Kitchen (Total area, including storage, etc.)	800-1000	1000-1500	1500-1800	1800-2000
Dining Area	Minimum 10 sq. ft. per person			

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	ACCEPT. MIN. TOTAL NET AREA In Square Feet	RECOMMENDED TOTAL NET AREA In Square Feet
NURSE/HEALTH CLINIC				
Office, Examining Room, Cot Area			270	-
Storage			80	-
Toilet			50	-
MEDIA CENTER/LIBRARY (A)				
Office/Workroom			150	200
Reading/Browsing	10% of Enrollment or a Maximum of 100 Students	26-28	1400	-
Stacks	"	5-5.5	-	-
Processing	"	3-4	-	-
Products/Prof. Lib.	"	3-4	-	-
A/V Storage	"	3-4	-	-
Periodical Storage	"	1-2	-	-
Maintenance/Repair	"	.5-1	-	-
Copy	"	1-1.5	-	-
MUSIC (A)				
All-Purpose (Small Schools)	54	22-24	1200	1600
Practice Room (Each)			35	45
Music Library (D)			80	90
Office/Reference/Storage			100	120
Material Storage			120	130
Instrument Storage (Secured)			200	400
Uniform Storage			100	-
Vocal Classroom (14' to 16' Clg. Ht.)				
Small	60-80	16-18	1080	1280
Large	50-700	14-16	1280	1400
Practice Room (Each)			35	40
Music Library			150	-
Office/Reference/Storage			100	120
Material Storage			120	130
Robe Storage			100	-
Instrumental (14' to 16' Clg. Ht.)				
Small	60-70	22-24	1440	1540
Large	70-90	20-22	1540	1800
Practice Room (Each)				
Band/Instrumental			48	-
Piano/Guitar			80	-
Ensemble Rehearsal			120	-
Instrument Storage (Secured)				
60 Members or less			250	300
60 to 100 Members			450	-
Over 100 Members			450 plus 13 sq.ft./student over 100	-
Instrument Repair			75	100
Music Library (D)			150	-
Director's Office			100	120
Material Storage			120	130
Uniform Storage			100	-

- A. Consult State Department of Education specialists for planning guide and/or assistance.
- D. Increase if combined with Director's office.

ACTIVITY	STUDENT CAPACITY	SQUARE FEET PER STUDENT	MINIMUM TOTAL NET AREA In Square Feet	RECOMMENDED TOTAL NET AREA In Square Feet
PHYSICAL EDUCATION				
Gymnasium (Main) (20' Clg. Ht. Min.)			7260	-
Basketball Court (50'x 94') plus 8' safety lanes			2000	-
Spectator Seating	500	4	550	-
Lobby (Based on seating of approx. 500)			300	-
Public Toilets(B)			50	-
Ticket Office			120	-
Concession			30	-
Trophy Display				-
P.E. Dressing Rooms (Each)			600	-
Locker/Dressing Area	50	12	200	-
Shower Area	50	4	100	-
Drying Area	50	2	100	-
Toilet (B)	50	2		-
Sports Dressing Rooms (Each)			600	-
Locker/Dressing Area	50	12	200	-
Shower Area	50	4	100	-
Drying Area	50	2	100	-
Toilet(B)	50	2		-
P.E. Health Classroom			840	-
P.E. Activity Room			1200	-
Office and Storage				-
Office			100	-
Toilet and Shower			90	-
Storage (General)			150	-
Storage(Equipment)			360	-
Multi-Purpose Room	165	8.5	1400	-
Weight Room	89	4.5	400	-
Gymnastics	75	8	600	-
Wrestling			1000	-
Swimming Pool - Interior				-
Pool(45' x 75')	40		3375	-
Pool with 10' deck on end and sides			6175	-
STUDENT SPACES				
Student Store			50	75
General Sales Area			Needs Vary	-
Material Storage			-	-
Student Personnel Storage	100% Student Enrollment	.5-.10		-
SERVICE AND STRUCTURE SPACES				
RESTROOMS				
Student Toilet (B)	100% Student Enrollment	1.25-1.5	-	-
CUSTODIAL				
Custodial Closet	Minimum One per Floor, One each		-	60
with mop sink	8,000 sq. ft. of floor area		75	90
Custodial Office			Needs Vary	
Locker Room	One locker per employee		45	65
Toilet (B)			Needs Vary	
Workshop			60	100
Storage - Materials, Equipment, Custodial			Needs Vary	
Supplies Receiving and Shipping Area				
STORAGE				
General Storage			75	125
External Storage			75	125
Grounds Maintenance Equipment			100	150
Physical Education Equipment Storage			Needs Vary	
Flammable Material Storage				
MECHANICAL ROOMS, CORRIDORS AND WALL AREA				
Should not utilize more than 20 percent of the gross square foot area of the building				

B. See separate table for toilet fixture recommendations.

SITE DEVELOPMENT GUIDELINES

OKLAHOMA SCHOOL SITE SIZE RECOMMENDATIONS

- FOR ELEMENTARY SCHOOLS K-6: A minimum of 10 acres, plus one additional acre for each 100 students of projected ultimate maximum enrollment.
- FOR MIDDLE SCHOOLS/JUNIOR HIGH SCHOOLS 6-7-8; 7-8; 7-8-9: A minimum of 20 acres, plus one additional acre for each 100 students of projected ultimate maximum enrollment.
- HIGH SCHOOLS 9-12: A minimum of 30 acres, plus one additional acre for each 100 students of projected ultimate maximum enrollment.
- * For school sites in densely populated areas and in other locations where land costs are extremely high, the recommended number of acres may prove to be unrealistic.
 - * For school sites in open county or sparsely settled areas, acreages may justifiably exceed the recommendations above.
 - * For school sites immediately adjacent to park and recreation lands, the number of acres that would actually be school owned may be modified. Cooperation with local park authorities and other governmental agencies is encouraged, resulting in joint use of common areas or facilities.

SITE PLANNING GUIDELINES

<u>ACTIVITY</u>	<u>ACCEPTABLE MINIMUMS</u>	<u>RECOMMENDED</u>
WALKS, DRIVES, PARKING		
Walks	4' wide	6' wide
Covered Bus Loading	6' x 35'	8' x 40'
GREENHOUSE STRUCTURE (Separate)	20' x 40'	-
EXTERIOR STORAGE		
Grounds Maintenance Equipment	75 sq. ft.	125 sq. ft.
Physical Education Equipment Storage	100 sq. ft.	150 sq. ft.
HAZARDOUS MATERIALS		
Volatile Storage	100 sq. ft. Maximum	
PLAY SHELTER (An open structure having only a roof and a finished play surface such as asphalt, concrete, synthetic, or other similar material.)		
	<u>Number of Users</u>	
Kindergarten	Maximum enrollment x 10%	
	10 sq. ft./user	12.5 sq. ft./user
Elementary; Middle School/ Junior High School	Maximum enrollment x 10%	
	12 sq. ft./user	15 sq. ft./user
SWIMMING POOL (OUTDOOR)		
Elementary:		
Pool	-	30' x 60'
Deck: End	10'	12'
Deck: Sides	8'	10'
Middle School/Junior High School; Senior High School:		
Pool	-	60' x 75'
Deck: End	12'	15'
Deck: Sides	8'	10'

OVERALL PLAY ACTIVITY AREA REQUIREMENTS

<u>PLAY ACTIVITY</u>	<u>ELEMENTARY SCHOOLS</u>	<u>MIDDLE SCHOOLS/ JUNIOR HIGH SCHOOLS</u>	<u>SENIOR HIGH SCHOOLS</u>
Archery	-	150' x 150'	150' x 300'
Badminton	-	20' x 44'	20' x 44'
Baseball	210' x 210'	300' x 300'	400' x 400'
Basketball	40' x 60'	50' x 84'	50' x 94'
Dodgeball	20' circle	30' circle	-
Field Hockey	-	180' x 300'	180' x 300'
Football	-	160' x 360'	160' x 360'
Handball, Single-Wall	-	20' x 40'	20' x 40'
Handball, Four-Wall	-	23' x 46'	23' x 46'
Hopscotch	10' x 20'	-	-
Horseshoes	10' x 40'	10' x 50'	10' x 50'
Shuffleboard	-	6' x 52'	6' x 52'
Skip rope	10' x 20'	-	-
Soccer	-	150'-240' x 240'-360'	-
Softball	150' x 150'	200' x 200'	275' x 275'
Tennis Court	-	36' x 78'	36' x 78'
Tetherball	10' circle	12' circle	12' circle
Volleyball	25' x 50'	30' x 60'	30' x 60'

TABLE OF WORKING HEIGHTS

FIXTURE NAME	(HIGH SCHOOL)												
	(ELEMENTARY SCHOOL)						(MS/JHS)						
	K	1	2	3	4	5	6	7	8	9	10	11	12
Chalkboard/Tackboard (To Bottom)	24"			26"			28"			32"*			36"
Coat Hooks	36"			38"			46"			60"			60"
Water Closet (To Rim)	11"			13"			13"*			13"			15"
Urinal, Wall Hung (To Rim)	16"			16"			18"			20"			22"
Lavatory (To Rim)	20"			22"			25"			28"			30"
Base Cabinet Sink and Work Counter (To Rim)	24"			26"			30"			32"			36"
Drinking Fountain/Water Cooler	24"			24"			28"			32"			35"*
Paper Towel Dispenser/ Electric Hand Dryer (To Bottom)	40"			46"*			48"			54"			60"
Mirrors - 24" x 36" (To Bottom)	30"			36"*			42"			42"			45"
Handrails (Nosing to Rail)	30"			30"			30"			32"			32"

NOTES: (*) Use this dimension for areas common to more than one group.

Refer to other publications for handicapped installation heights and requirements.

TOILET FIXTURE GUIDELINES

STUDENT REQUIREMENTS

	<u>BOYS</u>	NUMBER OF FIXTURES REQUIRED	<u>GIRLS</u>
ELEMENTARY SCHOOLS K-6			
Classroom Toilets			
Kindergarten (A)		1 (unisex)	
Water Closet:		1 (unisex)	
Lavatory:			
Serving One or Two Instructional Space			
Water Closet:	1		1
Lavatory (B):	1		1
Urinal:	1		-
General Facilities			
Water Closet:	1 @ 60-90 pupils (C)		1 @ 30-35 pupils
Lavatory:	1 @ 50-60 pupils (C)		1 @ 50-50 pupils
Urinal:	1 @ 25-30 pupils (C)		-
MIDDLE SCHOOLS/JUNIOR HIGH SCHOOLS 6-7-8, 7-8, 7-8-9;			
SENIOR HIGH SCHOOLS 9-12			
General Facilities			
Water Closet:	1 @ 90 pupils (C)		1 @ 30 pupils (C)
Lavatory:	1 @ 60 pupils (C)		1 @ 90 pupils (C)
Urinal:	1 @ 30 pupils (C)		-

STAFF REQUIREMENTS

	<u>MEN</u>	<u>WOMEN</u>
ALL GRADE LEVELS		
Water Closet:	1 @ 10 faculty	1 @ 7 faculty
Lavatory:	1 @ 10 faculty	1 @ 10 faculty
Urinal:	1 @ 20 faculty	-
Custodial Staff		
Water Closet:		1 @ 10 employees (unisex)
Lavatory:		1 @ 10 employees (unisex)

- * If a school has less than 12 grade sections, then one private restroom (designated to serve clinic, faculty and administrative staff) should be considered as a minimum.
- * If a school has 12 or more grade sections, provide at least one private restroom for the clinic and administrative staff, in addition to those required above for the teaching and/or custodial staff.

- A. One restroom may serve both boys and girls in a kindergarten or first grade instructional space.
- B. One lavatory located outside restroom is sufficient.
- C. Low end of range applies to larger schools; higher end of range applies to smaller schools.